MASTER COVERSHEET FOR WORKERS COMPENSATION FILES TEMPLATE

Process Checklist for Injury/Illness Claims

EMPLOYEE NAME:				CASE#	
DATE OF INJURY OR ILLNESS:					
Initial Claim	Yes	No	Date	Comments	
Is information complete?					
Review facts of claim with supervisor: 1. Is claim legitimate? If no, explain. 2. Is employee working? 3. Did employee seek medical care? 4. Was CA-16 issued? 5. Is there doctor's statement to support COP?					
Has supporting medical evidence been received by ICPA?					
Has claim been entered/authenticated in EDI? Has claim been entered log book?					
If claim is to be controverted or challenged, was this indicated in EDI?					
Create agency claim file while waiting for claim # to come back. Include current SF-50 to establish installation/CPAC responsibility in case of future questions.					
Has ICPA contacted claimant?					
Explained ICPA responsibilities and assistance available to claimant (emphasizing caring, sympathy)?					
Emphasized availability of light duty and claimant responsibility to seek return to light duty when appropriate?					
Explained to claimant that agency must have medical documentation for all time off?					
Explained to claimant that when OWCP letter of acceptance is received, he/she must give a copy to doctor?					

Has claim number been received? Has all documentation (including controversion/challenge) been mailed to London KY? Was claim # at top of every page? Is copy of all documentation in agency file?				
Case Management	Yes	No	Date	Comments
Is a separate brief summary of each contact from employee, physician's office, claims examiner, OWCP Nurse Case Manager, DoD liaison, etc attached?				
 If claimant needs time off work for injury: Are COP start date, expiration, and return to work dates noted on COP log? Has medical documentation for # of days 				
off work been received and mailed to London KY (claim at top of every page)? 3. If COP runs more than 1 week, has form cover letter emphasizing light duty/job				
modification, along with CA-17, been sent to treating physician?4. Have supervisor & timekeeper been				
notified on how to mark timecards for COP and eligible dates? 5. Has calendar been noted for 7 days ahead				
of expiration of 45 days to do request RPA (if LWOP will be requested by employee and medical documentation indicates employee will not be able to return to duty)?				
If injury goes beyond COP: 1. Has LWOP log been annotated?				
2. Has medical documentation and CA-7 for compensation been sent to OWCP (with copies in the agency file)?				
3. Has ICPA contacted claimant weekly to inquire on progress of recovery?				
4. Has ICPA sent CA-17 form to treating physician at least monthly?5. Has ICPA sent treating physician proposed				
light duty PD and asked for comments? 6. Has RPA been requested from supervisor for amount of time physician indicates				
employee must be off? 7. Are copies of SF-50's in agency file? 8. Has ICPA contacted OWCP to request 2 nd				
opinion if recovery time appears excessive?				

Have additional CA-7s been sent to OWCP District Office with medical documentation and CA-7a (if applicable)?		Time off dates: From: To:
Has CA-7 been sent for Leave-Buy-back (if applicable)		
Has employee been placed on PR rolls and CA-7s are no longer needed?		Date on PR: Date off PR:
Has ICPA done follow-up with employee at home after going on PR rolls?		Additional Dates:
Has CA-17 or CA-20 sent to treating physician after employee went on PR status?		Additional Dates:
Has job offer been made to employee with copy to OWCP and DOD liaison?		Date Sent: Reply Deadline Date: Date Response Received:
Did employee accept job offer? Has acceptance or refusal of job offer been sent to OWCP & liaison?		
Has employee returned to work? Has OWCP CE been notified?		
Has CA-7 for Schedule Award been sent to OWCP/comments?		
Has employee been moved to PN rolls?		
Has ICPA done follow-up with employee at home after going on PN rolls?		
Record date of retirement/separation		
Record dates of all SF-50s and attach copies:		

Other information that would be helpful to a successor ICPA: